

Instructions and Helpful Hints for using the CPF Plan Template (The template only works with Microsoft Word 2000 or Word 2003)

Downloading the template to a computer:

1. Go to the following website
<http://www.in.gov/dlgf/boards/school/construction.html> if you are not already there.
2. On the right side of the website there is a list files by bullet point under the heading **Data Rates & Quick Links**.
3. Right click on the sub-heading **2008 Capital Projects Plan**.
4. Select “save target as...” on the menu that appears.
5. Save the file, **2008_CPF_template.dot** to your desired directory location when the dialog box appears.
6. After saving the file, go to the directory where the file was saved.
7. Right click on the file and a menu will appear.
8. Choose Copy
9. Close all windows opened so far in this procedure.
10. Open Word
11. From the Tools menu Choose Options.
12. Click on the File Locations Tab
13. Highlight “User Templates” (Click once)
14. Click on the Modify button (A new window will appear)
15. In the white area where files and folders are listed, right click once (A menu will appear)
16. Choose Paste (The window may flash, otherwise nothing will happen)
17. Press Ok. (The window will disappear)
18. Press Ok. (The Options menu will disappear)

Creating a CPF Plan using the Template:

1. Open Word
2. Choose New from the File menu
 - Word 2000 users will get a window with the General Tab.
 - Word 2003 users will get a New Document Taskbar on the right side of the screen. Under the Templates heading, click on the link that states “On My Computer”. Now, you’ll get a window with the General Tab.
3. Choose the General Tab
4. Choose *2008 CPF Template.dot* (Click once)
5. Press Ok. (A new document will open and a window will appear)

School Name _____	County Name _____
School No. _____	

2007 Capital Projects Plan

The following plan format should be used for your 2007 capital projects fund.

General Information:

Total land area: **Location:**

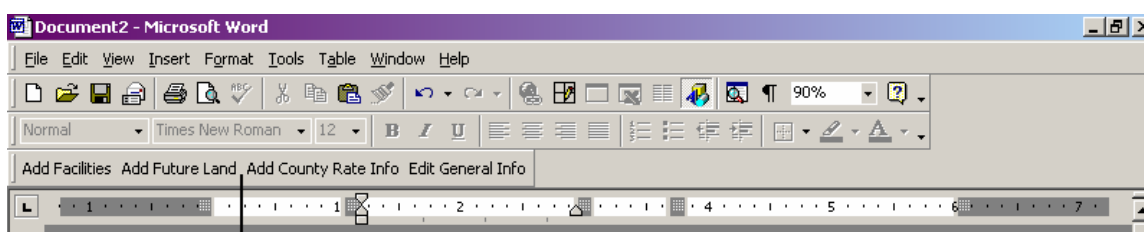
Composition of governing body:

Number of employees:

Certified **Non-certified**

Figure 1:CPF Document

A special toolbar will appear at the top of the Word window when documents based on the CPF template are opened. This toolbar can be used to add additional facilities, and future land to the plan. Cross-County schools can use the “Add County Rate Info” button to add additional tax rate charts for each county, the user is asked for the minor counties to label the additional tax rate charts. The Edit General Info button is used to enter the school name, school number, and county.



CPF Toolbar

Please Note: If the toolbar is not visible, your template may not be installed correctly.

Helpful Hints:

- ❖ Add additional facilities and future land to the plan before entering data. (This is a merely a suggestion, the toolbar buttons will still work.)
- ❖ Press Tab after entering data will take you to the next field (a field is a box where you enter data) automatically.
- ❖ Press Shift + Tab to go back a field.

- ❖ The document is set up to permit entry only in certain locations. For example the document does not allow table headings to be changed.
- ❖ The document is set up to automatically calculate totals. This can cause a short delay when moving the cursor.
- ❖ Pressing F1 displays help on most of the fields. If there is no help for a particular field, nothing will happen when you press F1.
- ❖ Bus Replacement Rates (page 1) are disabled prior to 2001 because the fund was not a separate fund until 2001.
- ❖ Once created this document can be saved and reopened like any other document.
- ❖ Press the General Info toolbar button to add the school name, number, and county to the header of the document.
- ❖ The occupancy date should be entered in MM/DD/YYYY format. If month and day are unknown, use 01/01/YYYY

Questions regarding the template can be emailed to mwilliamson@dlgf.in.gov or directed to Mike Williamson at 317-233-9508.